

AESDirect Sample Shipment


Please use this document as a guide on how to file your shipments. This is a sample shipment and the information is fictitious. All guide notes are in blue ink. It will help you if you review this document thoroughly, along with the help information, prior to contacting AES Support.

Note: This is just an example. Do not duplicate the information that appears in this document.

In order to begin, log in to AESDirect to access the Main Menu below.

Select "Create New Shipment" as highlighted below.

AESDirect: Main Menu - Currently submitting to Production

| | |
|---|---|
| Account Summary AESDirect Home Log Out of AESDirect Username: rtorres Youremail@ census.gov Your password will expire in x days You are a user manager User Maintenance: Change My Password Change My Response Email Reset My Security Questions Account Maintenance: Manage Users My Company: Name: CENSUS AES DIRECT INC. Filer ID: Employer ID Number Environment: Education Account Administrator: This person oversees the Company Account. They can act legally on behalf of the account and manage users. User Managers: The people listed here can help the Administrator manage other User Accounts. They can help reset forgotten passwords or disabled | AESDirect News <ul style="list-style-type: none">• NewsFlash: Removal of Social Security Numbers from AESDirect• Sign Up for AES Updates  GET EMAIL UPDATES Shipments <ul style="list-style-type: none">• Create New Shipment• Shipment Manager <small>New!</small>• Retrieve Shipment• Delete Shipment Profiles <ul style="list-style-type: none">• USPPI Profile Maintenance• Consignee Profile Maintenance• Forwarder Profile Maintenance Templates <ul style="list-style-type: none">• Manage Templates EDI <ul style="list-style-type: none">• Upload an EDI File |
|---|---|

Once you log in to AESDirect select "Create New Shipment" from the Main Menu. You may also retrieve, delete shipments and access other functions of AESDirect.

Shipment Information

USPPI
Ultimate Consignee
Intermediate Consignee
Freight Forwarder
Equipment Details
Add Commodity Line

Edit Section

Submit EEI

To fill out form, highlight the section you want to work on and click *Edit Section*.

Shipment Information – Mandatory Section

Choose section from list and select “Edit Section”. In this case, choose “Shipment Information”.

EEI: Shipment Information

■ **E-Mail Response Address**

● **AESDirect VPN e-Response?** ☐

◆ **Shipment Reference Number** Shipment Reference number must be unique forever

■ **Transportation Reference Number**

◆ **Filing Option**

☒ Option 2 - Predeparture Filing

☐ Option 4 - Approved Postdeparture Filing - This option is available for shipments meeting conditions for postdeparture filing Select the filing option for your shipment

◆ **Origin State** Selecting Lookup will bring up a search function in a pop-up window

■ **Foreign Trade Zone**

◆ **Port of Export (L)** Use lookup to locate the city for the Port of Export

◆ **Country of Destination**

■ **Port of Unloading (L)** Port of unloading is for vessel shipments or air shipments to/from Puerto Rico

◆ **Departure Date** [Format: MM/DD/YY] Departure Date is date of export out of the United States

◆ **Mode of Transport** Method of Transportation when goods depart U.S.

■ **Carrier SCAC/IATA (L)** [Help] Use 'Lookup' to locate the IATA Code (air) or SCAC (all other modes)

[SCAC Table] [IATA Table]

■ **Conveyance Name**

■ **Inbond Type** [Help] Inbond Shipments are not required to be filed in AES per FTR 30.37(c)

■ **Import Entry Number**

◆ **Is this shipment a Routed Transaction?** [Help] Click the "HELP" link to learn more about Routed Transactions.

☐ Yes - This Shipment **IS** a Routed Transaction

☒ No - This Shipment is **NOT** a Routed Transaction

◆ **Are USPPPI and Ultimate Consignee related companies?** 10% or greater interest in company

☐ Yes - USPPPI and Ultimate Consignee **ARE** related

☒ No - USPPPI and Ultimate Consignee are **NOT** related

◆ **Is any commodity on this shipment hazardous?**

☐ Yes - One or more commodities on this shipment are hazardous

☒ No - No commodities on this shipment are hazardous

United States Principal Party in Interest (USPPI) – Mandatory Section

Choose “USPPI” from list and select “Edit Section”.

Note: The USPPI is the person or legal entity in the United States that receives the primary benefit from the export transaction. The USPPI address must be the address where goods begin their journey to the port of export. It MUST be an address located in the United States or Puerto Rico.

AESDirect Test Account: Shipment Editor: EEI: USPPI

Shipment Information

USPPI

Ultimate Consignee

Intermediate Consignee

Freight Forwarder

Equipment Details

Add Commodity Line

Edit Section

Clear Section

View EEI

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AESDirect Assistant

- To view the progress of your shipment, click **View EEI**.
- To make changes, select the section in the white box on the left and click on **Edit Section**.
- To **delete this section**, Click 'Clear Section', and then return to the Shipment Viewer, or Edit another section
- Label Colors: ♦ **Mandatory**, ■ **Conditional**, ● **Optional**

EEI: USPPI **The U.S. Principal Party in Interest** [\[Help\]](#)

Company Information

♦ **Company Name** 123 Company [Select from Profiles](#)

♦ **ID Number** 123456789 EIN [If Foreign Entity, use Passport number backfilled with spaces](#)

Contact Information

♦ **First Name** Iam [Names must have at least two letters and cannot contain punctuation](#)

♦ **Last Name** Selling

♦ **Phone Number** 8005490595 [Phone Number cannot contain punctuation or spaces](#)

Cargo Origin [\[Help: What Address Should be Reported?\]](#)

♦ **Address Line 1** 1 Profit Place [Address must be address where goods begin their journey to port. Must be address in the United States](#)

● **Address Line 2**

♦ **City** Suitland

♦ **State** MARYLAND

♦ **Postal Code** 20746

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Ultimate Consignee – Mandatory Section

Choose “Ultimate Consignee” from list and select “Edit Section”. The Ultimate Consignee is the person, party or designee that is located abroad and actually receives the export shipment. This party may be the end-user or Foreign Principal Party in Interest (FPPI).

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USPPI
Ultimate Consignee
Intermediate Consignee
Freight Forwarder
Equipment Details
Add Commodity Line

Edit Section
Clear Section
View EEI

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AESDirect Assistant

- To view the progress of your shipment, click **View EEI**.
- To make changes, select the section in the white box on the left and click on **Edit Section**.
- To **delete this section**, Click 'Clear Section', and then return to the Shipment Viewer, or Edit another section
- Label Colors: ♦ **Mandatory**, ■ **Conditional**, ● **Optional**

EEI: Ultimate Consignee

Company Information

♦ **Company Name** XYZ Company **Select from Profiles**
Sold En Route

♦ **Consignee Type** DIRECT CONSUMER
Select a Consignee Type from the options. For more details of each option, select HELP. This field will be mandatory on 10/2014.

Contact Information

● **Contact Name (First and Last)**
● **Phone Number**
Keep in mind that black labeled fields are optional. If you omit them, you will not get an error. However, if you include them, they are subject to validations.

Company Address

♦ **Address Line 1** 1 Purchase Place
● **Address Line 2**
♦ **City** Okinawa *State is included to accommodate shipments to Mexico and shipments to and from Puerto Rico*
■ **State (L)** **Lookup**
♦ **Country** JAPAN
■ **Postal Code**

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The HELP link on each page provides information on each field and when it's required, etc. [\[Help\]](#)

Intermediate Consignee – Conditional Section

The Intermediate Consignee is the person or entity in the foreign country that acts as an agent for the principal party in interest with the purpose of effecting delivery of items to the Ultimate Consignee. This section requires information similar to the “Ultimate Consignee” section.

Freight Forwarder – Conditional Section

The Freight Forwarder is the person in the United States who is authorized by the principal party in interest to file the EEI. If the USPPI is filing, there is not a Freight Forwarder. There is only a carrier. Note: *The Intermediate Consignee and Freight Forwarder are conditional sections. Populate them **ONLY** if they are applicable.*

Equipment Details – Optional Section

(for Filer's use)

Commodity Line(s) – Mandatory section

Choose “Add Commodity Line” from list and select “Edit Section”. Commodity Line 1 will appear in the selection box. Up to 99 commodity lines can be added per shipment.

Note: A shipment is defined as goods shipped from one USPPI to one consignee in a single country of destination, on a single carrier, on the same day, valued over \$2500 per Schedule B, or regardless of value when a license is required.

Once you complete the commodity line(s), select the “View EEI” button beneath the section selection box.

Add Commodity Line
Commodity Line 1

Edit Section

Clear Section

View EEI

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EEI: Commodity Line 1

Schedule B or HTS Number (1) [Help] 1905310000 [Lookup] [Schedule B Search Engine] [Invalid HTS]

Commodity Description Miniature Chocolate chip Cookies

1st Quantity 840 2nd Quantity []

Units for 1st Quantity KILOGRAMS Units for 2nd Quantity Select Units for 2nd Quantity...

Value in Whole US Dollars 3500 Numbers Only!

Gross Weight in Whole Kilograms 840 [Unit Conversion Factors]

Export Code OS: GENERAL EXPORTS (ALL OTHERS) [Export Code Full Descriptions] Choose the appropriate Export Code from drop down list

Origin of Goods Domestic

License Type [Help] C33: NLR NO LICENSE REQUIRED, OR ONLY CONTROLLED FOR ANTI-TERRORISM (AT) [License Code Full Descriptions] Choose the appropriate License Type from drop down list

ECCN []

Export License Number [Help] [] If shipment is licensed, the system will require further information that is provided on the actual license.

Is this commodity a Used Vehicle? No (Only report items below if commodity is a used vehicle) If the commodity is a Self-Propelled Used Vehicle, fill out the remaining information

VIN/Product ID []

ID Type Select ID Type...

Vehicle Title Number []

Vehicle Title State []

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[View EEI](#)

Once you select “View EEI” all sections will be shown on the screen and they will be color-coded. Green signifies that all necessary fields have been completed; yellow signifies that the section is missing required information; and red signifies that a required section has been omitted.

Note: If the section is yellow and you click on “Submit EEI” you will receive a pop-up menu detailing what information is missing from that section.

AESDirect Test Account: Shipment Viewer: EEI

AESDirect Assistant

| General Information | Commodity Details |
|--------------------------------|----------------------------|
| Shipment Information: Complete | Commodity Line 1: Complete |
| USPPI: Complete | |
| Ultimate Consignee: Complete | |

• To view an EEI Section, click the down arrow next to the section name in the colored boxes above.
• To edit an EEI Section, select the section to be edited from scrollbox, and click 'Edit Section'

Templates

Save as a Template

Load Template

Options

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Shipment Information

E-Mail Response Address: you@yourcompany.com

AESDirect VPN e-Response: No

Shipment Reference Number: MustBeUnique

Transportation Reference Number

Filing Option: Option 2 - Predeparture Filing Option

Origin State: MD - MARYLAND

Foreign Trade Zone

Port of Export: 1305

Country of Destination: JP - JAPAN

Port of Unloading

Departure Date: 04/04/14

Callout Box 1: Once you select “View EEI”, review your shipment for accuracy. If everything is accurate, select “Submit EEI”.

Callout Box 2: All sections must be GREEN in order to submit your EEI.

Pop-Up #1 and Pop-Up #2

Once you submit the EEI, you will receive 3 pop-up windows. You MUST receive all 3 in order for your shipment transmitted to AES.

AESDirect Test Account: Shipment Viewer: EEI

AESDirect Assistant

| General Information | | Commodity Details | |
|--------------------------------|---|----------------------------|---|
| Shipment Information: Complete | ▼ | Commodity Line 1: Complete | ▼ |
| USPPI: Complete | ▼ | | |
| Ultimate Consignee: Complete | ▼ | | |
| Freight Forwarder: Complete | ▼ | | |

Message from webpage

Is this address the location from which the merchandise actually began its journey to the port of export, based on FTR 30.6(a)(ii)?

Name: 123 Company
Address: 1 Profit Place
City: Suitland
State: MD
Postal Code: 20746

If the address above is correct, please click 'OK'. If it is not correct, please click 'Cancel' and you will be taken back to the USPPI section to correct the address.

This is the first pop-up window requesting verification of the USPPU address as the location where the merchandise began its journey. Review the address then:

Click "OK" if the address is correct.
Otherwise, click "Cancel" and correct the address in the USPPI section.

AESDirect Test Account: Shipment Viewer: EEI

AESDirect Assistant

| General Information | | Commodity Details | |
|--------------------------------|---|----------------------------|---|
| Shipment Information: Complete | ▼ | Commodity Line 1: Complete | ▼ |
| USPPI: Complete | ▼ | | |
| Ultimate Consignee: Complete | ▼ | | |
| Freight Forwarder: Complete | ▼ | | |

- To view an EEI Section, click the down arrow next to the section name in the colored boxes above.
- To edit an EEI Section, select the section to be edited from scrollbox, and click 'Edit Section'
- To send shipment to AES, click **Submit EEI**. Make sure pop-up blockers are turned off. If pop-blockers are not disabled, the shipment will not be transmitted.

Message from webpage

DO NOT SUBMIT a print out of the AESDirect / AESpLink data elements or a paper copy of the EEI to U.S. Customs and Border Protection at the port of export.

Click 'OK' to Continue

This is the second pop-up window reminding you not to submit a paper copy of your EEI to U.S. Customs and Border Protection

Acknowledge by clicking "OK".

Options

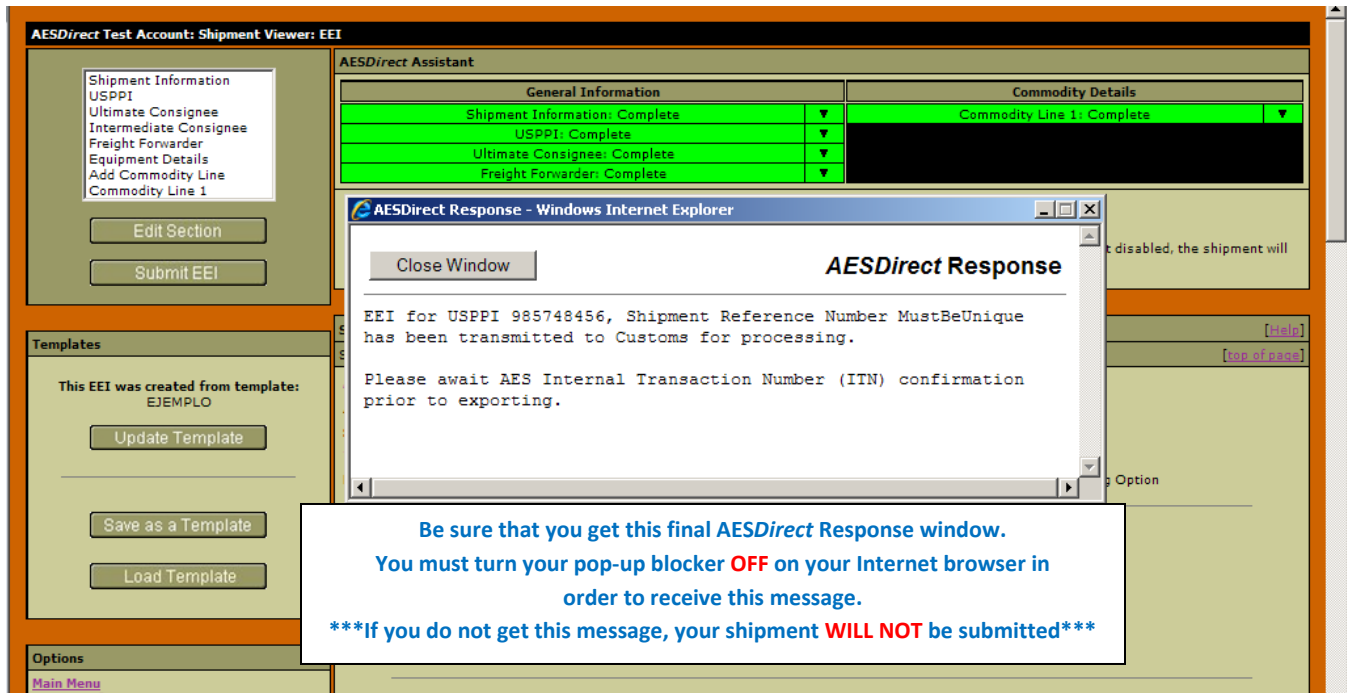
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Release Shipment

Mode of Transport 40 - AIR
Carrier SCAC/IATA AA
Conveyance Name AMERICAN AIRLINES

Pop-Up #3

Once you submit the EEI, you will receive 3 pop-up windows. You MUST receive all 3 in order for your shipment transmitted to AES.



Your shipment is now being transmitted for processing...

You will receive a confirmation e-mail with either your ITN or Fatal Error(s).

If you receive a Fatal Error(s), your shipment has not been added and you will not receive the Internal Transaction Number (ITN). Please retrieve the shipment and utilize Appendix A of the Automated Export System Trade Interface Requirements (AESTIR) located at <http://www.cbp.gov/document/guidance/aestir-appendix-commodity-filing-response-messages> to correct your error(s). Once your error(s) have been corrected, resubmit the shipment and await the ITN.